ACCOMMODATIONS AND SUPPORTS

BETH SCHILTZ, SPECIAL EDUCATION PROGRAM SPECIALIST

NEW ASSESSMENT DIRECTORS' WORKSHOP – AUGUST 2021

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

ARE YOU FEELING LIKE A DEER IN THE HEADLIGHTS?

TOPICS FOR TODAY

- Presentation was developed to be used as a resource

- Why do I need to know this information?

- What do I need to know?
  - Supports and Accommodations
  - 3-tiered approach
  - TIDE system (supports and accommodations)

- What resources are available?
  - Tools and resources available
  - This 'n That

WHY DO I NEED TO KNOW ABOUT SUPPORTS AND ACCOMMODATIONS?

- Some need to be enabled in the TIDE system
    - Interim assessments
    - State assessment
- May need to ask more questions
- May need to download additional supports/hardware/software
- May need to know if the request is inappropriate and would affect the student's score

IS IT MY RESPONSIBILITY TO ENABLE THESE?

- District decision
  - Every district is different
  - Could be you
  - Could be someone at each building
- District decision

WHO SHOULD/COULD I BE WORKING WITH?

- Gen Ed teachers
  - See what tools are available for all students
  - Some supports could be made available if there is a need
- Sped Teachers
  - Accommodations for students on an IEP
- Tech Coordinators
  - May be some assistive technology needs

SOUTH DAKOTA TOOLS, SUPPORTS, AND ACCOMMODATIONS (SD TSA)

SD TOOLS, SUPPORTS, AND ACCOMMODATIONS

- South Dakota's Tools, Supports, and Accommodations (SD TSA)

- Guidelines apply to all students

- Three levels of support

- Not just for Special Education staff, but for all staff including classroom teachers

- Includes Science

https://sd.portal.cambiumast.com/ - In the resource section

South Dakota's
Tools, Supports, and
Accommodations Guidelines

Updated July 2020
September 2019

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Portions of the materials included in this document are provided, in whole or part, by the Smarter Balanced Assessment to support the South Dakota Department of Education in implementing South Dakota's state assessment system. The original Smarter Balanced documents were aided through assistance and input from the National Center on Educational Outcomes. As a member of Smarter Balanced consortium, the South Dakota Department of Education has authorization to make available all content within this document for reproduction and distribution for educational purposes without permissions.

SD TSA – (TOOLS, SUPPORTS AND ACCOMMODATIONS)

Three levels of support both embedded and non-embedded

- Level 1 – Universal Tools
  - For ALL students
- Level 2 – Designated Supports
  - For SOME students
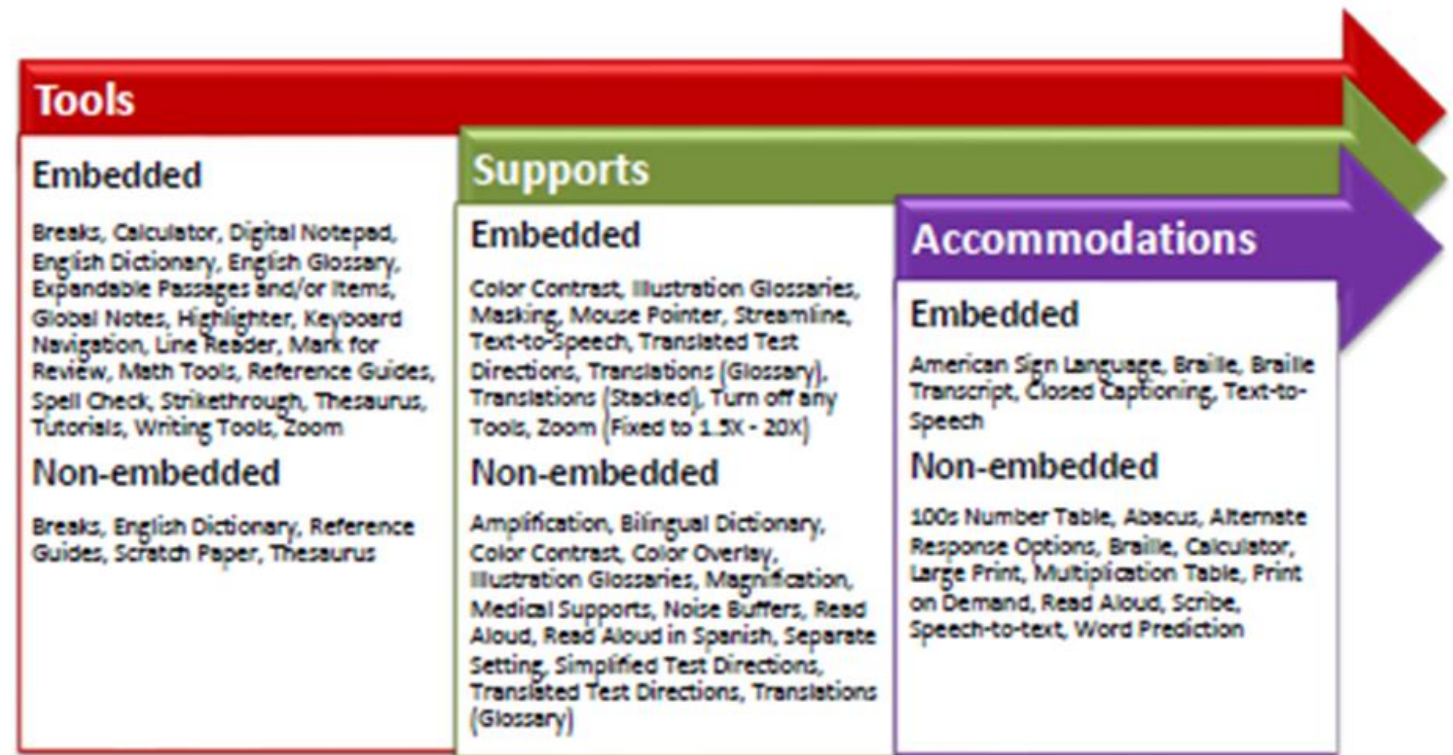- Level 3 – Documented Accommodations
  - For a FEW students

Tools

Embedded

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages and/or Items, Global Notes, Highlighter, Keyboard Navigation, Line Reader, Mark for Review, Math Tools, Reference Guides, Spell Check, Strikethrough, Thesaurus, Tutorials, Writing Tools, Zoom

Non-embedded

Breaks, English Dictionary, Reference Guides, Scratch Paper, Thesaurus

Supports

Embedded

Color Contrast, Illustration Glossaries, Masking, Mouse Pointer, Streamline, Text-to-Speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off any Tools, Zoom (Fixed to 1.5X - 20X)

Non-embedded

Amplification, Bilingual Dictionary, Color Contrast, Color Overlay, Illustration Glossaries, Magnification, Medical Supports, Noise Buffers, Read Aloud, Read Aloud in Spanish, Separate Setting, Simplified Test Directions, Translated Test Directions, Translations (Glossary)

Accommodations

Embedded

American Sign Language, Braille, Braille Transcript, Closed Captioning, Text-to-Speech

Non-embedded

100s Number Table, Abacus, Alternate Response Options, Braille, Calculator, Large Print, Multiplication Table, Print on Demand, Read Aloud, Scribe, Speech-to-text, Word Prediction

TABLE WITH AVAILABLE TOOLS, SUPPORTS AND ACCOMMODATIONS

Appendix A: Summary of Tools, Designated Supports, and Accommodations

	Tools	Supports	Accommodations
Embedded	Breaks Calculator[1] Digital Notepad English Dictionary[2] English Glossary Expandable Passages and/or Items Global Notes[3] Highlighter Keyboard Navigation Line Reader Mark for Review Math Tools[4] Reference Guides Spell Check Strikethrough Tutorials Thesaurus[5] Writing Tools[6] Zoom	Color Contrast Illustration Glossaries[7] Masking Mouse Pointer Streamline Text-to-Speech[8] Translated Test Directions[9] Translations (Glossaries)[10] Translations (Dual Language)[11] Turn off Any Tools Zoom (1.5X – 20X)	American Sign Language[12] Braille Braille Transcript Closed Captioning[13] Text-to-Speech[14]
Non-embedded	Breaks English Dictionary[15] Reference Guides Scratch Paper Thesaurus[16]	Amplification Bilingual Dictionary[17] Color Contrast Color Overlay Illustration Glossaries[18] Magnification Medical Supports Noise Buffers Read Aloud[19] Read Aloud in Spanish[20] Separate Setting Simplified Test Directions Translated Test Directions Translations (Glossaries) [21]	100s Number Table Abacus Alternate Response Options[22] Braille[23] Calculator[24] Large Print Multiplication Table Print on Demand Read Aloud[25] Scribe[26] Speech-to-Text Word Prediction

LEVEL 1 – TOOLS

- Provided for all students

- Provided digitally or separately

- Based on student preference and selection

- Some can be turned off if tool is viewed as a distraction

- Should be using these tools in other digital environments so students are familiar with them

Tools

Embedded

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Line Reader, Mark for Review, Math Tools, Reference Guides, Spell Check, Strikethrough, Thesaurus, Writing Tools, Tutorials, Zoom

Non-embedded

Breaks, English Dictionary, Reference Guides, Scratch Paper, Thesaurus

TOOLS
PROVIDED FOR ALL STUDENTS

Embedded Tools

- Breaks
- Calculator (grades 6-8 & 11) (Math & Science)
- Digital Notepad
- English Dictionary (for ELA performance task full write)
- English Glossary
- Expandable Passages
- Global Notes (for ELA performance tasks)
- Highlighter
- Keyboard Navigation

- Line Reader
- Mark for Review
- Math Tools (Science if applicable)
- Reference Guides (Science)
- Spell Check (for ELA items)
- Strikethrough
- Thesaurus (for ELA performance task full writes)
- Tutorial
- Writing Tools
- Zoom (can be set at a larger font in TIDE)

TOOLS
PROVIDED FOR ALL STUDENTS

Non-Embedded Tools

– Breaks

– English Dictionary (for ELA performance task full writes)

– Reference Guides (Science paper/pencil assessment only)

– Scratch Paper

– Thesaurus (for ELA performance task full writes)

WHAT DO SOME OF THESE TOOLS LOOK LIKE?

1. Line Reader Icon
2. Line reader in use (highlights the line)
3. Calculator Icon for calculator items
4. Zoom in and Zoom out Icons

MORE TOOLS SAMPLES

1. Icon with options available
2. Tutorial icon (shows how to answer the question but not what the answer it)
3. Mark for Review icon
4. Shows that this item was marked for review
5. Digital Notepad icon
6. Digital notepad window (can be moved around within the testing window
7. Icon to resize the digital notepad window
8. Save and Close icon

1. Split screen – each section has its own scroll bar and each has its own tools icon

2. Arrows to expand and contract the reading passage section

3. Different tools in each section – notice the strikethrough

4. Example of strike through

1. Select text to highlight

2. Find the highlight icon in the tools icon

3. Slide over and click on the color of highlight you want

4. What highlighted text looks like - Can also reset highlight (caution – this resets ALL of the highlighted information)

5. Dictionary (this is also where you will find the Thesaurus)

6. Opens in a new window that can be moved around the screen – must type in the word

7. The tools that can be used when writing/typing answer

QUESTIONS ABOUT TOOLS?

LEVEL 2 – DESIGNATED SUPPORTS FOR SOME STUDENTS

Tools

Embedded

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Line Reader, Mark for Review, Math Tools, Reference Guides, Spell Check, Strikethrough, Thesaurus, Writing Tools, Tutorials, Zoom

Non-embedded

Breaks, English Dictionary, Reference Guides, Scratch Paper, Thesaurus

Supports

Embedded

Color Contrast, Illustration Glossaries, Masking, Mouse Pointer, Streamline, Text-to-Speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off any Tools, Zoom (Fixed to 1.5X - 20X)

Non-embedded

Amplification, Bilingual Dictionary, Color Contrast, Color Overlay, Illustration Glossaries, Magnification, Medical Supports, Noise Buffers, Read Aloud, Read Aloud in Spanish, Separate Setting, Simplified Test Directions, Translated Test Directions, Translations (Glossary)

- For any student for which a need has been indicated
  - by an educator or
  - a team of educators with parent/guardian and/or student
- A process used to identify needs such as
  - Student Assistance Team (SAT)
  - Individual Education Program (IEP)
  - Language Acquisition Plan (LAP)
  - Many more
- Currently being used for instruction and/or other assessment
- Identified prior to the assessment
- Activated prior to testing in the TIDE (Test Information Distribution Engine)

DESIGNATED SUPPORTS PROVIDED FOR SOME STUDENTS

Embedded Supports

- Color Contrast
- Illustration Glossaries (ELA and Math)
- Masking
- Mouse Pointer (size & color)
- Streamline
- Text-to-speech (Grades 3-8, &11 for all Math, Science and ELA items)
- Translated test directions
- Translations (glossaries for math items)
- Translations (stacked for math items)
- Turn off universal tools
- Zoom (set to a larger default)

DESIGNATED SUPPORTS PROVIDED FOR SOME STUDENTS

Non-Embedded Supports

- Amplification (permissive mode must be enabled)
- Bilingual dictionary (for ELA performance task full writes, Science)
- Color contrasts
- Color overlays
- Illustration Glossaries (ELA & Math paper/pencil assessments)
- Magnification (permissive mode may need to be enabled)
- Medical Support
- Noise Buffers
- Read aloud (Grades 3-8, & 11 for all math & Science, and ELA items – not reading passages)
- Separate setting
- Simplified Test Directions
- Translated Test Directions (PDF of directions translated in the language read by an adult)
- Translations (glossaries for math items)

SUPPORTS EXAMPLES – MATH PRACTICE ITEM

1. If when moving the mouse over words and they highlight, it means there is a glossary definition for them – click on it

2. Another screen with definition appears

3. Notice the audio of definition

4. Illustration Glossary available if selected

5. Can resize the window (the glossary window can also be moved around the screen)

6. Other words in the glossary

SUPPORTS EXAMPLES – MATH PRACTICE ITEM

1. Selection tool icon
2. Tutorial icon – shows how to complete an item
3. Digital Notepad available
4. Speak Question
5. Masking tool
6. Text that is masked
7. X to remove the masking box
8. Calculator icon (only available for calculator approved items)
9. The calculator – can be moved around the screen and resized

SUPPORTS – ELA ITEM
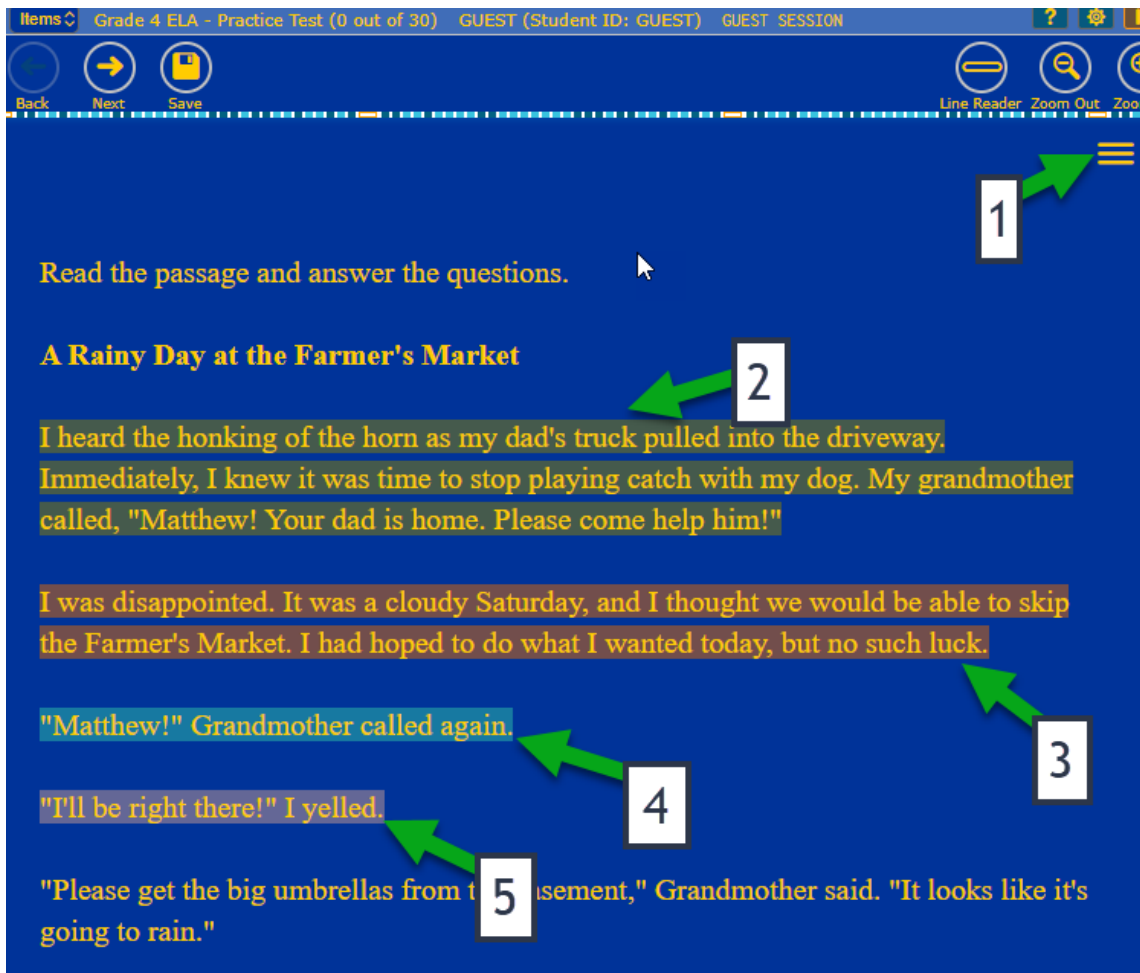
Color Contrast Pre-Selected: Yellow on blue was selected

Streamline selected (not split screens – all on one screen – must scroll down to see all the information and questions)

1. Icon for choices
2. Yellow highlight
3. Orange highlight
4. Mint green highlight
5. Lavender highlight

SUPPORT EXAMPLE – SIMPLIFIED TEST DIRECTIONS

Example of Simplified Test Directions

Full Log-in Directions	Simplified Log-in Directions
Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information. Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.	Now we are ready to log in. Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID.
Now click "Sign In." Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.	Now click "Sign In." Make sure that your personal information on the next screen is correct and click YES to continue. If it is not correct, raise your hand.
On the next screen, select the [INSERT NAME OF TEST]. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. Please wait quietly while I verify each of your tests.	On the next screen, select the [INSERT NAME OF TEST]. Then wait.

QUESTIONS ABOUT SUPPORTS?

LEVEL 3 – DOCUMENTED ACCOMMODATIONS FOR FEW STUDENTS

Tools

Embedded

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Line Reader, Mark for Review, Math Tools, Reference Guides, Spell Check, Strikethrough, Thesaurus, Writing Tools, Tutorials, Zoom

Non-embedded

Breaks, English Dictionary, Reference Guides, Scratch Paper, Thesaurus

Supports

Embedded

Color Contrast, Illustration Glossaries, Masking, Mouse Pointer, Streamline, Text-to-Speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off any Tools, Zoom (Fixed to 1.5X - 20X)

Non-embedded

Amplification, Bilingual Dictionary, Color Contrast, Color Overlay, Illustration Glossaries, Magnification, Medical Supports, Noise Buffers, Read Aloud, Read Aloud in Spanish, Separate Setting, Simplified Test Directions, Translated Test Directions, Translations (Glossary)

Accommodations

Embedded

American Sign, Braille, Braille Transcript, Closed Captioning, Text-to-Speech

Non-embedded

100s Number Table, Abacus, Alternate Response Options, Braille, Calculator, Large Print, Multiplication Table, Print on Demand, Read Aloud, Scribe, Speech-to-text, Word Prediction

- Documented need for the support such as an IEP or a 504 plan
  - Decisions made by a team
  - Information must be entered in the TIDE so they can be activated
- Exception may be a student who has a physical injury such as a broken hand or arm and can't use the computer
  - May use the speech-to-text and/or
  - Scribe
  - If they have experience using these supports

DOCUMENTED ACCOMMODATIONS FOR FEW STUDENTS

Embedded Accommodations

- American Sign Language (for ELA listening items and math items)

- Braille

- Braille Transcript (ELA listening passages)

- Closed Captioning (for ELA listening passages)

- Permissive Mode

- Text-to-speech (for ELA reading passages)

DOCUMENTED ACCOMMODATIONS FOR FEW STUDENTS

Non-embedded Accommodations

- 100s Number Table
- Abacus
- Alternate response options (may need to enable permissive mode)
- Braille (paper/pencil assessment)
- Calculator (Braille & Talking **for calculator items only**, grades 6-8, & 11)
- Large Print (Needs to be requested through **DOE by Oct 1**)
- Multiplication Table (digits 1-12 facts)
- Print on demand (contact DOE)
- Read aloud (for ELA passages)
- Scribe
- Speech to text (need a voice recognition software and must enable permissive mode)
- Word Prediction (must have word prediction software and must enable permissive mode)

WORD PREDICTION

- For students with

  - documented motor or orthopedic impairments

  - Moderate to sever learning disabilities that prevent them from recalling, processing or expressing written language

- Allows students to begin writing a word or choose from a list of words

- Must have the word prediction software

- Student must be familiar with the software

- If want the word prediction software to interact with test platform, must enable permissive mode

  - More information in the Assistive Technology Manual

WORD PREDICTION CAUTIONS

- Program MUST use only single word prediction
- Deactivate the following
  - Phrase prediction
  - Predict ahead
  - Next word
  - Expanded dictionaries such as
    - Topic dictionaries
    - Work banks
- May use
  - Phonic spelling functionality
  - Built in speech output

CAUTION

For Accommodations

- Student must be on an IEP or 504 to receive accommodation

  - If not, will invalidate the assessment

  - Student will not receive a score

  - Will count as a non-participant

- If there is an exception, contact Assessment Office at DOE

ACCOMMODATION EXAMPLE - MATH

1. American Sign Language selected

2. American Sign Language screen – actual person doing the signing

ACCOMMODATION EXAMPLE - ELA

1. American Sign Language selection

2. American Sign Language screen – can be moved around the window

3. Click on the audio button

4. Brings up the closed captioning

5. Arrow icon moves the closed captioning window to the top

QUESTIONS ABOUT ACCOMMODATIONS

THIS AND THAT

ACCOMMODATIONS ENABLED AT STATE LEVEL

- Reading Passages accommodation (text-to-speech or read aloud – document needed)

- Print on Demand (document needed)

- Permissive mode (email)

- Non-embedded accommodations (email)

- When?
  - By Feb 1st (soft deadline, but do need time to get into system and will depend on how many are received)
  - OR sooner if needed for Interim assessments (allow at least a week)

PERMISSIVE MODE

- Must contact DOE to enable

- May be needed for Non-Embedded Supports and/or Accommodations that need to interact with the computer

    - Amplification

    - Magnification

    - Noise Buffers

    - Alternate Response Options

    - Speech-to-Text

    - Word Prediction

TASKS THAT MAY BE REQUIRED

- Speech-to-text (student reads into computer that does the typing) – need to have a stand-alone voice recognition program

- Magnification devices – for students with a visual impairment and students with a hearing impairment
  - Enable the permissive mode

- Amplification devise – for students with a hearing impairment

- Other Assistive Technology devices that may need to interact with the test platform

PRINT ON DEMAND

- **What is it**
  - Complicated way to print the assessment
  - Takes 3-4 times longer to take the assessment
  - Many security breach concerns
- **Who should receive this accommodation**
  - Students that can't sit in front of a computer screen
    - Causes migraines
    - Triggers seizures
    - Others?

TEXT-TO-SPEECH VS READ ALOUD
EITHER/OR NOT BOTH FOR STATE ASSESSMENT

- **Text-to-Speech**
  - Computer reads information to student
  - Student needs headset of some sort
  - Students get information the same way
  - More secured testing environment
  - Student is more independent

- **Read Aloud**
  - Read by a trained certified staff
  - One-on-one administration
  - Less secure
  - Student depends on someone else

TEXT-TO-SPEECH/READ ALOUD
ONE OR THE OTHER – NOT BOTH

Designated Support

- ELA – items
- ELA PT – all
- Math – all

- Only for those who need it
- Not for all kids in classroom
- May hinder not help

Accommodations

- ELA – passages

- Should be very few in the state
- Print disability
- Documented on IEP
- Receiving intensive instruction and interventions in fundamental reading
- Requires specialized formats for reading

DOCUMENTS

- Reading Passages
  - Gr 3-5
  - Gr 6-11
- Print on Demand

IMPORTANT TESTING DOCUMENTS

1. The expand button
2. Reading Passages for ELA forms
3. Special Accommodation Consideration Form
4. Print on Demand Form

https://doe.sd.gov/Assessment/

READING PASSAGES

- **For a very small number of students**

- For students with a print disability

- Must assure to all of the assurances

- Mailed to DOE (address on form)

SBAC Reading Passages Read Aloud/Text-to-Speech (Grades 3-5)

District: Click here to enter text.   **School:** Click here to enter text.   **School Year:** Click here to enter text.

Student Name: Click here to enter text.	**SIMS:** Click here to enter text.	**Grade:** Choose an item.
Special Ed Teacher: Click here to enter text.	**Disability:** Click here to enter text.	

☐ **IEP**   or   ☐ **504 Plan**   ☐ **Text-to-Speech** (computer read)   or   ☐ **Read Aloud** (human reader)

The text-to-speech or human read aloud accommodations are intended to provide access for a very small number of students for printed or written texts for Reading Passages. These students have print-related disabilities and otherwise would be unable to participate in the state assessment. This accommodation is NOT intended for students reading moderately below grade level. Schools should use a variety of sources as evidence when making accommodation decisions.

Please explain the student's need for the text-to-speech or read aloud accommodation for reading passages. The explanation should include information from evaluations, present levels of performance, services and supports, and/or goals from the IEP.
Click here to enter text.

Assurances: Please check mark each assurance.

☐ I assure the student has:
- Blindness or a significant visual impairment and has not yet learned (or is unable to use) Braille, or
- A disability that severely limits or prevents him or her from accessing printed text, even after varied and repeated attempts to teach the student to do so

☐ I assure there is documentation in the current IEP of:
- Remedial reading services
- The student's current reading skills
- IEP goals related to reading development
- Other accommodations or supplementary aids and/or services provided to the student to support reading instruction

☐ I assure the student receives:
- Ongoing intensive instruction and/or interventions in foundational reading skills

☐ I assure the student:
- Requires specialized formats including text-to-speech or read aloud for all content areas in which reading is required (such as belongs to Bookshare or a similar organization or computer based textbooks from publisher)

_____   _____   _____   _____
Sped Director or 504 Coordinator   Date   Assessment Coordinator   Date

DUE: February 1

Please send originals to: Beth Schiltz, Program Specialist
                             SD DOE, Special Education
                             800 Governors Drive
                             Pierre, SD 57501

Note: All assurances must be agreed to (all boxes checked). Form content verification may be completed during onsite visits.

PRINT ON DEMAND

SBAC Print on Demand Request

District: Click here to enter text. School: Click here to enter text. School Year: Click here to enter text.

Student Name: Click here to enter text.		SIMS: Click here to enter text.	Grade: Choose an item.
Special Ed Teacher: Click here to enter text.		Disability: Click here to enter text.	
☐ IEP	☐ 504 Plan		

Please provide an explanation for needing the Print on Demand. The explanation should include information from evaluations, present levels of performance, services and supports, and/or goals from the IEP.
Click here to enter text.

Assurances: Please check mark each assurance.

☐ I assure that the IEP or 504 plan indicates the state assessment will be provided via a print version.

☐ I assure that the Print on Demand has been enabled in TIDE.

☐ I assure that a certified staff will administer the assessment.

☐ I assure that a certified staff will act as a scribe, entering the student's information from the printer version of the item into the online delivery system.

☐ I assure that the certified staff acting as scribe has been trained according to the Scribe Protocol. (http://doe.sd.gov/octe/SMARTERbalanced.aspx)

☐ I assure that a location with a printer and shredder has been dedicated for printing and destruction of the assessment.

☐ I assure that a certified staff has been assigned to wait by the printer for the item, deliver the item to the student, and immediately shred the item once the answer has been entered into the online test delivery system.

Sped Director or 504 Coordinator   Date   Assessment Coordinator   Date

DUE: February 15, 2018

Please send originals to: Beth
Schitz, Program Specialist SD
DOE, Special Education
800 Governors Drive
Pierre, SD 57501

Note: Form content verification will be completed during onsite visits.

- Certified staff must administer assessment

- Scribe must be certified staff

- 2 computers
  - One for student assessment
  - One for TA to print

- Secured printer

- Shredded

- Fill out form and mail to address on form

RESOURCES

AVAILABLE TOOLS

https://doe.sd.gov/Assessment/SMARTERbalanced.aspx

- SD Tools, Supports, and Accommodations Guidelines document (SD TSA)

- TIDE Settings Worksheet

- Accommodations Summary

- Read Aloud Protocol (has been updated)

- Scribe Protocol (has been updated)

Designated Supports and Accommodations Information

Designated Supports and Accommodation Information		
SD Accommodation Manual	SBAC Read Aloud Protocol	Read Aloud Protocol Training
South Dakota's Tools, Supports, and Accommodations (SD-TSA)	SBAC Scribing Protocol	Scribe Protocol Training
Reading Passages Accommodations	ISAAP Tool – Spreadsheet	Tools, Supports & Accommodations
Accommodations Summary	ISAAP - Online Tool	Reading Passages Accommodation
TIDE Settings Worksheet (updated)	SBAC Student Plan Worksheet	Assessment Workshop Training
State Assessment Accommodations Worksheet	SBAC Multiplication Table	SD Accommodations Manual Training
SBAC UAAG Supplement: Language Supports / (pdf)		

TIDE SETTINGS WORKSHEETS WORKSHEET

SD ELA, Math, & Science Assessment Supports and Accommodations
TIDE – Test Settings

District: Click here to enter text.   **School:** Click here to enter text.   **School Year:** Click here to enter text.

Student Name: Click here to enter text.	**SIMS:** Click here to enter text.	**Grade:** Choose an item.
Special Ed Teacher: Click here to enter text.	**Classroom Teacher:** Click here to enter text.	
☐ IEP	☐ 504 Plan	☐ LAP Plan	☐ Other Supports Process
IEP Date: Click here to enter text.	**Disability:** Click here to enter text.	

Mark the following tools, supports, and/or accommodations in TIDE (Test Information Distribution Engine) for this student for the English Language Arts (ELA), ELA-PT (Performance Task), mathematics, & science state assessment: (click on the text in each box to enable the drop down feature or mark the checkbox.)

Tools Embedded (UT)				
	ELA	**ELA-PT**	**Mathematics**	**Science**
Translation (Glossary)	English Glossary (UT)	English Glossary (UT)	English Glossary (UT)	
Zoom	1X	1X	1X	1X
Embedded Designated Supports (DS)				
	ELA	**ELA-PT**	**Mathematics**	**Science**
Color Contrast	Black on White	Black on White	Black on White	Black on White
Masking	☐ On ☒ Off	☐ On ☒ Off	☐ On ☒ Off	☐ On ☒ Off
Mouse Pointer	System Default	System Default	System Default	System Default
Streamlined Mode	☐ On ☒ Off	☐ On ☒ Off	☐ On ☒ Off	☐ On ☒ Off
Text To Speech	None	None	None	None
Non-Embedded Designated Supports (DS)				
	ELA	**ELA-PT**	**Mathematics**	**Science**
	☒ None	☒ None	☒ None	☒ None
	☐ Amplification	☐ Amplification	☐ Amplification	☐ Amplification
	☐ Color Contrast	☐ Bilingual Dictionary	☐ Color Contrast	☐ Color Contrast
	☐ Color Overlay	☐ Color Contrast	☐ Color Overlay	☐ Color Overlay
	☐ Magnification	☐ Color Overlay	☐ Glossary – Arabic	☐ Glossary – Arabic
	☐ Medical Support	☐ Magnification	☐ Glossary – Cantonese	☐ Glossary – Cantonese
	☐ Noise Buffers	☐ Medical Support	☐ Glossary – Filipino	☐ Glossary – Filipino

- Word format
- Includes Science
- Now 3 pages
- Needs to be completed on a computer due to dropdowns

STATE ASSESSMENT ACCOMMODATIONS WORKSHEET

- PDF format
  - Can be printed and handed to teacher
- Can be printed

Supports and Accommodations for South Dakota's Statewide Assessment

District _____   School _____

School Year _____

Student: _____   SIMS No.: _____   Grade: _____

LAP ☐   IEP ☐   504 Plan ☐   Other ☐

Classroom Teacher: _____   Sped Teacher: _____

IEP Date: _____   Disability: _____

The following accommodations are to be made for this student South Dakota's English Language Arts (ELA), Math, and Science assessments:

Embedded Universal Toosl (UT)

ELA	ELA-PT	M	S	Translation (Glossary)
				No Glossary
				English (default)
				Arabic (DS)
				Burmese (DS)
				Cantonese (DS)
				Filipina (DS)
				Hmong (DS)
				Illustration (DS)
				Korean (DS)
				Mandarin (DS)
				Punjabi (DS)
				Russian (DS)
				Somali (DS)
				Spanish (DS)
				Ukrainian (DS)
				Vietnamese (DS)
				Arabic & English (DS)
				Burmese & English (DS)
				Cantonese & English (DS)
				Filipina & English (DS)
				Hmong & English (DS)
				Illustration & English (DS)

Non-Embedded Designated Supports

ELA	ELA-PT	M	S	
				Amplification (DS)
				Bilingual Dictionary (DS)
				Color Contrast (DS)
				Color Overlay (DS)
				Glossary - Arabic (DS)
				Glossary - Burmese (DS)
				Glossary - Cantonese (DS)
				Glossary - Filipino (DS)
				Glossary - Hmong (DS)
				Glossary - Illustration (DS)
				Glossary - Korean (DS)
				Glossary - Mandarin (DS)
				Glossary - Punjabi (DS)
				Glossary - Russian (DS)
				Glossary - Somali (DS)
				Glossary - Spanish (DS)
				Glossary - Ukrainian (DS)
				Glossary - Vietnamese (DS)
				Magnification (DS)
				Medical Device (DS)
				Noise Buffer (DS)
				Read Aloud Items (DS)
				Read Aloud Items - Spanish (DS)

ACCOMMODATIONS SUMMARY

- One page document

- List of tools, supports and accommodations

  - Brief summary for each

South Dakota ELA, Math, & Science Assessments

	Embedded	Non-Embedded
Universal Tools (available to all students)	- **Breaks** (unlimited, must adhere to pause rule) - **Calculator** (Math: grades 6-8 & 11, for specific items; Science) - **Digital Notepad** (item specific, does not save) - **English Dictionary** (for ELA performance task full-writes) - **English Glossary** (Math - item specific) - **Expandable Passages** (enlarges areas on screen) - **Global Notes** (for ELA perform task, saved from segment to segment) - **Highlighter** (does not save) - **Keyboard Navigation** (keyboard shortcuts) - **Line Reader** (allows students to track reading) - **Mark for Review** (flag items to return to at end of segment) - **Math Tools** (includes embedded ruler, embedded protractor – item specific; For Science when needed) - **Reference Sheet** (Science – formula sheet, periodic table) - **Spell Check** (ONLY indicates a misspelled word) - **Strikethrough** (allows students to gray out answers) - **Thesaurus** (For ELA performance task full writes) - **Writing Tools** (Example: bold, italic, underline, cut, paste, spell check,) - **Zoom** (enlarges the assessment)	- **Breaks** (unlimited, must adhere to pause rule) - **English Dictionary** (For ELA performance tasks full-writes) - **Reference Guides** (for Science, periodic table, formula sheet) - **Scratch Paper** (ELA & Science – lined or plain white paper; Math – graph paper is acceptable at all levels; white board and marker is acceptable in replacement of scratch paper assuring it is wiped clean following the assessment) - **Thesaurus** (for ELA performance tasks full-writes)
Designated Supports (available for students with a need –enable in TIDE)	- **Color Contrast** (adjust screen background color and font color) - **Illustration Glossary** (for ELA and Math) - **Masking** (allows student to block out any content then deem nonessential or distracting) - **Mouse Pointer** (able to set to a larger size and change color) - **Streamline** (alternate format in which items are displayed below the stimuli) - **Text-to-Speech** (For Math & Science stimuli and items; and ELA items (not reading passages) computer reads to student) - **Translated Test Directions** (For math items) - **Translations (Glossary)** (For math items) - **Translations (Stacked)** (For math items) - **Turn off Any Universal Tools** (disable any tool that might be distracting and not needed or unable to be used by the student) - **Zoom** (Fixed to 1.5X – 20X)	- **Amplification** (assistive technology used to amplify the listening section – must enable permissive mode) - **Bilingual Dictionary** (For ELA performance task full-writes; word to word dictionary) - **Color Contrast** (for paper copies of assessment) - **Color Overlay** (color transparency) - **Illustration Glossary** (ELA and Math) - **Magnification** (assistive technology used to magnify aspects of the assessment beyond the zoom capabilities – may need to enable permissive mode) - **Medical Support** (e.g. Glucose Monitor) - **Noise Buffers** (ear mufflers, white noise, etc.) - **Read Aloud** (For Math & Science stimuli and items and ELA items (not passages); trained human reads assessment to student – must be one to one) - **Read Aloud in Spanish** (For math for EL student first year in country; trained human reads assessment to student – must be one to one) - **Separate Setting** - **Simplified Test Directions** (test administrator simplifies or paraphrases test directions from the test administrator's manual) - **Translated Test Directions** (ELA & Math - PDF of translated directions in supported languages read by bilingual human reader) - **Translations (Glossary)** (For math items on the paper-pencil test)
Accommodations (...plan –enable in TIDE)	- **American Sign Language** (For ELA listening items and math items – ASL embedded video with human signer shown on screen) - **Braille** (Contracted and uncontracted braille available; nemeth code available for math) - **Braille Transcript** (of the closed captioning for the listening portion of the assessment; in contracted and uncontracted) - **Closed Captioning** (for ELA listening items; printed text appears on screen as video plays) - **Text-to-Speech** (ELA reading passages – computer reads reading passages to student)	- **100s Number Table** (For grades 4-8 & 11, math items – paper based table listing numbers 1-100) - **Abacus** (Math: in place of scratch paper for visually impaired students) - **Alternate Response Options** (Examples: adapted keyboards, large keyboards, StickyKeys, Mouse Keys, FilterKeys, adapted mouse, touch screen, head wand, and switches – may need permissive mode enabled) - **Braille** (paper based assessment) - **Calculator** (Braille/talking calculators)(For calculator-allowed items only in grades 6-8 & 11) - **Large Print** (fixed paper assessment)

READ ALOUD AND SCRIBE PROTOCOLS

READ ALOUD GUIDELINES

June 27, 2019

When a student cannot access text-to-speech, an embedded resource available on the state assessment, the student may be eligible to work with a test reader. A test reader is a certified adult who provides an oral presentation of the assessment text to an eligible student. The student depends on the test reader to read the test questions accurately, pronounce words correctly, and speak in a clear voice throughout the test. The test reader must be trained and qualified and must follow the *Guidelines for Read Aloud, Test Reader* presented here. The guiding principle in reading aloud is to ensure that the student has access to test content.

On the state assessments, test readers are allowable across all grades as a designated support for mathematics, science and ELA items as appropriate (not ELA reading passages). Test readers are allowable for ELA reading passages in addition to items as a documented accommodation in all grades (in addition to science, mathematics, and ELA items). Note that this accommodation is appropriate for a very small number of students (estimated to be approximately 1-2% of students with disabilities participating in a general assessment).

QUALIFICATIONS FOR TEST READERS

- The test reader should be an adult who is familiar with the student, and who is typically responsible for providing this support during educational instruction and assessments.
- Test readers must be a certified staff, trained on the administration of the assessment, and familiar with the terminology and symbols specific to the test content and related conventions for standard oral communication.

PREPARATION

- Test readers should read and sign a test security/confidentiality agreement prior to test administration.
- Test readers are expected to familiarize themselves with the test environment and format in advance of the testing session. Having a working familiarity with the test environment and format will help facilitate reading of the test.
- Test readers should have a strong working knowledge of the embedded and non-embedded accessibility and accommodation options and features available on the state assessments.
- Test readers should be familiar with the Individualized Education Program (IEP) or 504 plan if the student for whom they are reading has access to additional designated supports and/or accommodations. This will ensure that there are plans in place for providing all needed designated supports and accommodations.
- In addition to a test reader, students may make use of any other approved specialized tools or equipment during the test as appropriate and in accordance with the *SD Tools, Supports, and Accommodations Guidelines*. Test readers should be familiar with any assistive technology or approved supports the student requires.

SCRIBING PROTOCOL FOR SMARTER BALANCED ASSESSMENTS

June 27, 2019

A scribe is an adult who writes down what a student dictates in a variety of ways (e.g., speech, American Sign Language (ASL), braille, assistive communication device). The guiding principle in scribing is to ensure that the student has access to and is able to respond to test content.

Scribes are allowable as a documented accommodation for ELA, math, and science.

QUALIFICATIONS FOR SCRIBES

- The scribe should be an adult who is familiar with the student, such as the certified teacher who is typically responsible for scribing during educational instruction and assessments.
- Scribes must have demonstrated knowledge and experience in the subject for which scribing will be provided.
- Scribes should have extensive practice and training in accordance with state administration and security policies and procedures as articulated in test administration manuals, guidelines, and related documentation.

PREPARATION

- Scribes should read and sign a test security/confidentiality agreement prior to test administration.
- Scribes are expected to familiarize themselves with the test format in advance of the scribing session. Having a working familiarity with the test environment will help facilitate the scribe's ability to record the student's answers. Scribes may wish to review the practice test to become familiar with the assessment.
- Scribes should be familiar with the Individualized Education Program (IEP) or 504 plan if the student for whom they are scribing has a disability, so that there are plans in place for providing all needed designated supports and accommodations.
- Scribes should also have a strong working knowledge of the embedded and non-embedded universal tools, designated supports, and accommodations available on the state assessments.
- Scribes should review the Scribing Protocol with the student at least one to two days prior to the test event.
- Scribes should practice the scribing process with the student at least once prior to the scribing session.

GENERAL GUIDELINES

- Scribing must be administered so that the interaction between a scribe and a student does not interrupt other test-takers, or inadvertently reveal the student's answers.
- If not in a separate setting, the scribe should be situated near enough to the student to prevent their conversations from reaching other students in the room.
- For computer-based administrations, scribes must enter student responses directly into the test interface, making use of the embedded and non-embedded tools available for a given item and student.

ASSISTIVE TECHNOLOGY MANUAL

- https://sd.portal.cambiumast.com/resources/technology-coordinators/assistive-technology-manual

- Provides information on how to set up some of the assistive technology programs

PRACTICE AND TRAINING TESTS

Educator Section

USER

Educators

Access systems used before, during and after testing and review key resources.

https://sd.portal.cambiumast.com/index.html

Preparing for Testing

SYSTEM

TIDE (Test Information Distribution Engine)

Manage users and student information, order paper materials and monitor test progress.

SYSTEM

Proctor Certification Course

Complete recommended training on using the PR Interface and administering tests.

SYSTEM

Practice & Training Tests

Become familiar with PR Interface and proctor practice sessions for students and guest users.

TIDE (TEST INFORMATION DISTRIBUTION ENGINE)

STUDENT INFORMATION IN TIDE
(TEST INFORMATION DISTRIBUTION ENGINE)

Preparing for Testing

SYSTEM

🔒

TIDE (Test Information Distribution Engine)

Manage users and student information, order paper materials and monitor test progress.

- How many know what this is?

- How many have access to this?

- Are you responsible for updating this?

- Who in your district updates this?

https://sd.portal.cambiumast.com/educators.html

STUDENT INFORMATION

- Preparing for testing section

- Students section

- Click on view/edit/export Students

This is where you select the supports and accommodations for students

FINDING A STUDENT

1. Just enter the students SSID (student state ID)
2. Search by last name
3. Search by first name
4. Search by SSID
5. Search by grade
6. Search button

FINDING A GROUP OF STUDENTS

- By school or by all schools
- By grade
- Don't forget to click the search button

STUDENT SEARCH RESULTS

Your search returned 20 results

View Results **Export to Inbox** ⌄ **Modify Search**

- Search by grade 3
- 20 results
- Options
  - View results
  - Export to inbox
  - Modify search

STUDENT SEARCH

1. This will expand so you can refine your search or do a different search

2. Print icon – gives options and puts info PDF documents to print

3. Export icon – gives the option to export to excel or csv documents

4. Check this box to select all the students

5. Click the pencil icon to bring up specific student information

STUDENT INFORMATION

- If you get a screen like this, just click on the + symbols to expand to the informaiton
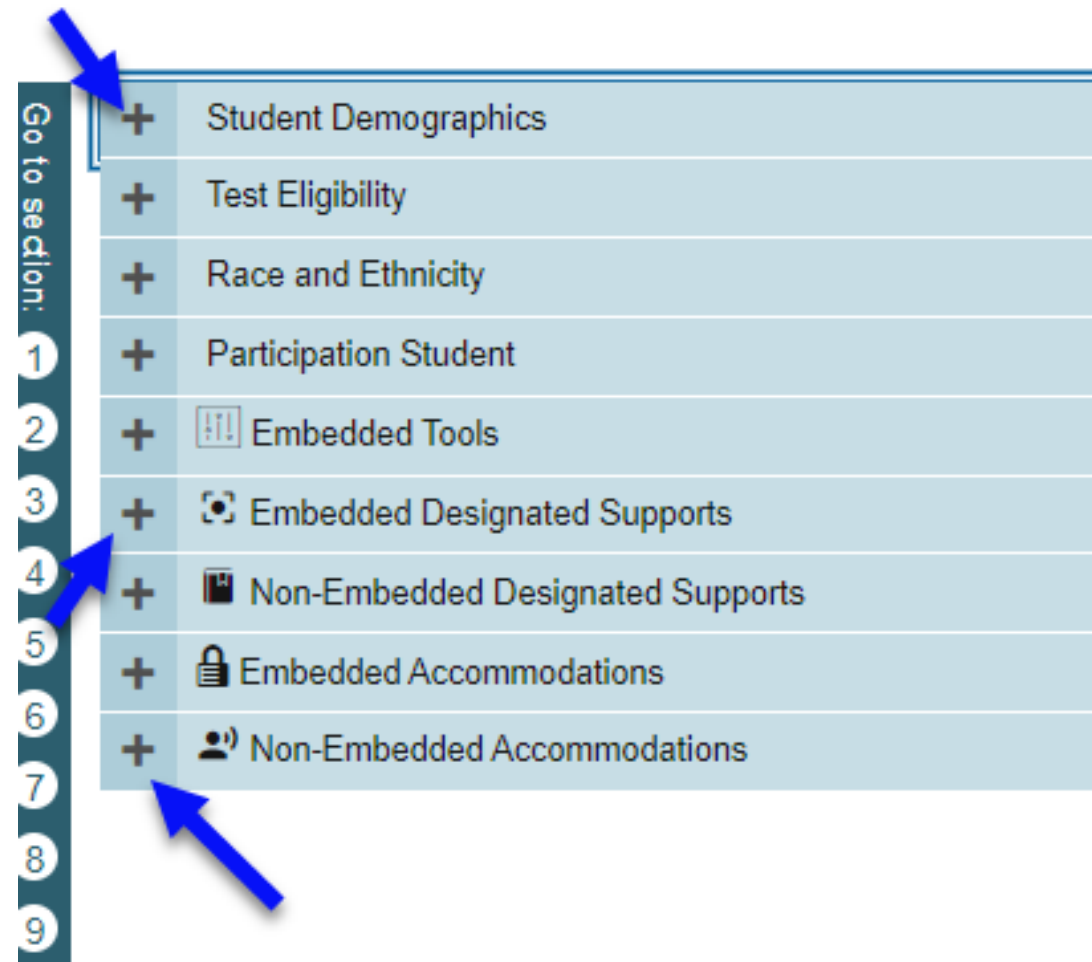
STUDENT INFORMATION

Notice all areas are greyed out – these are pulled from Infinite Campus so any changes must be made there.

1. Student SSID number

2. Grade

3. IDEA Indicator (is yes, student is on an IEP)

4. Primary Disability (if on an IEP should be a disability type here)

5. Section 504 Indicator

SPECIAL ED OR 504 PLAN

- In Campus must mark 504 if on a 504 to receive accommodation

- In Campus must have a current sped record to receive accommodations

STUDENT INFORMATION

1. Embedded Tools

2. Embedded Designated Supports

3. Non-embedded Designated Supports

4. Embedded Accommodations

5. Non-embedded Accommodations

6. Scroll bar across (for each section if screen isn't showing all the information)

7. Scroll bar up/down (for information not showing on the screen)

ELA, ELA-PT, MATH, & SCIENCE

- Designated Supports and Accommodations need to be marked for each subject area they are needed.

1. ELA (English, Language Arts) column

2. ELA-PT (English, Language Arts-Performance task) column

3. Math column

4. Scroll bar (to get to the Science column

DROP-DOWN BOXES

- Can only select one option per drop down

- If not greyed out districts can select the option

1. Drop-down arrow

2. Some options are embedded tools

3. Some options are designated supports

ON/OFF SWITCH

1. Off is the default

2. Click to turn on

NON-EMBEDDED DESIGNATED SUPPORTS

1. Drop down arrow
2. Select as many as needed
3. None is the default
4. Scroll bar if more options are available

Can mark as many as are needed for the student

GREYED OUT

- If greyed out, must be enabled by the state

1. Permissive Mode - Greyed out

2. Print on Demand - Greyed out

3. Non-embedded accommodations - Greyed out

4. Save (DON'T FORGET TO SAVE, if you have made any changes) ☺

ADDING A GROUP OF STUDENTS

- There is a way to add a group of students all at once.

- Go to the Students section and click on 'Upload Student Settings'

- OR

- Go to the Test Settings and Tools section and click on 'Upload Test Settings and Tools'

- Both go to the same place
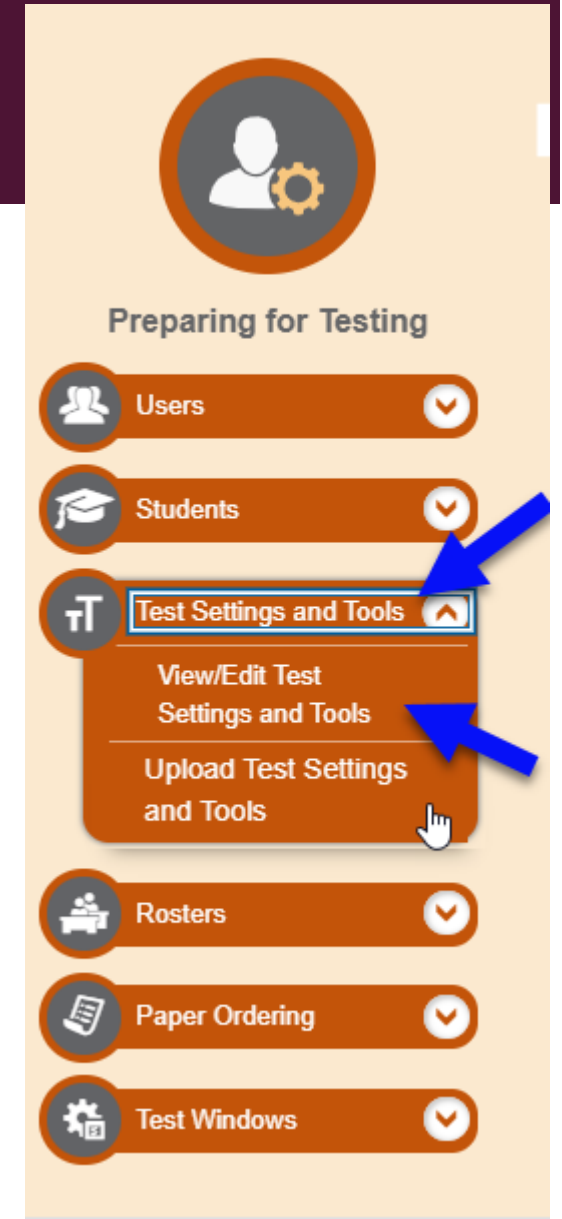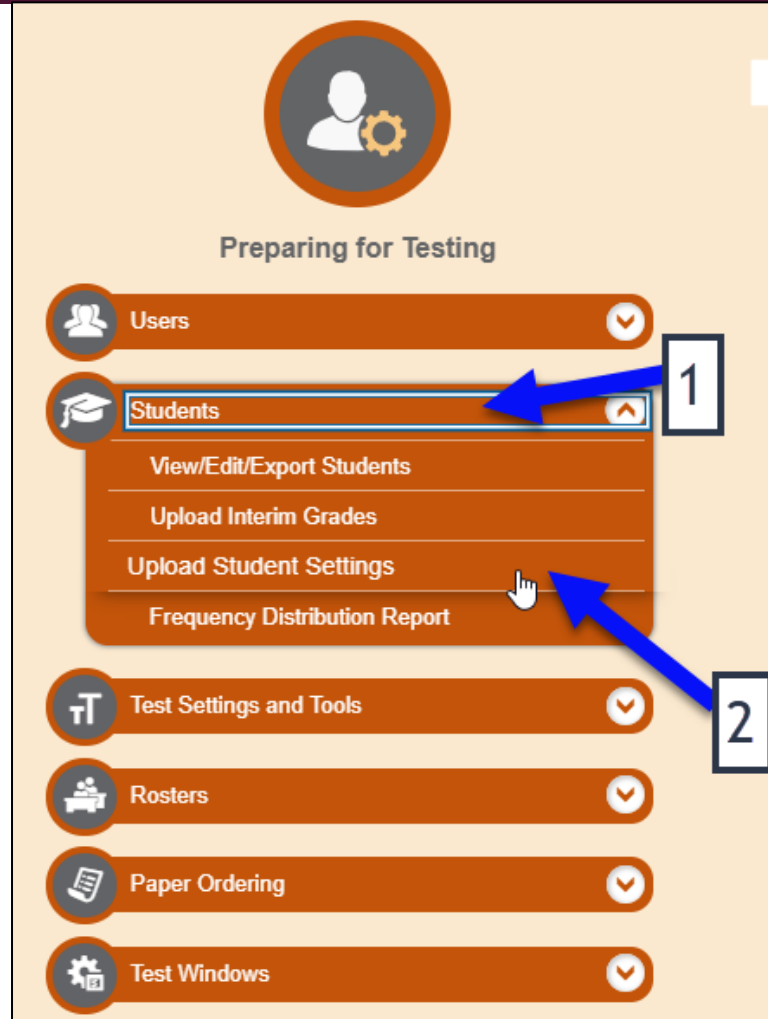
TEMPLATE

- Must download the template in the upper right-hand corner
  - CSV or
  - EXCEL
- Know where the template downloads, (most often shows up in the lower left-hand corner

Student ID/User Email

Download Templates ⌄

Contact Help Desk

StudentSettings (4).xlsx ⌃
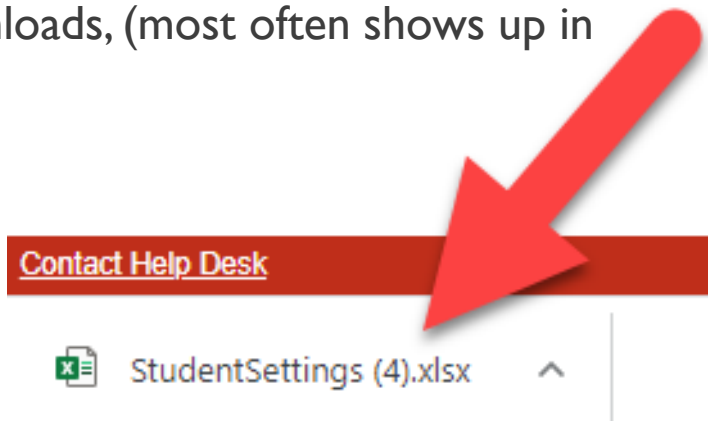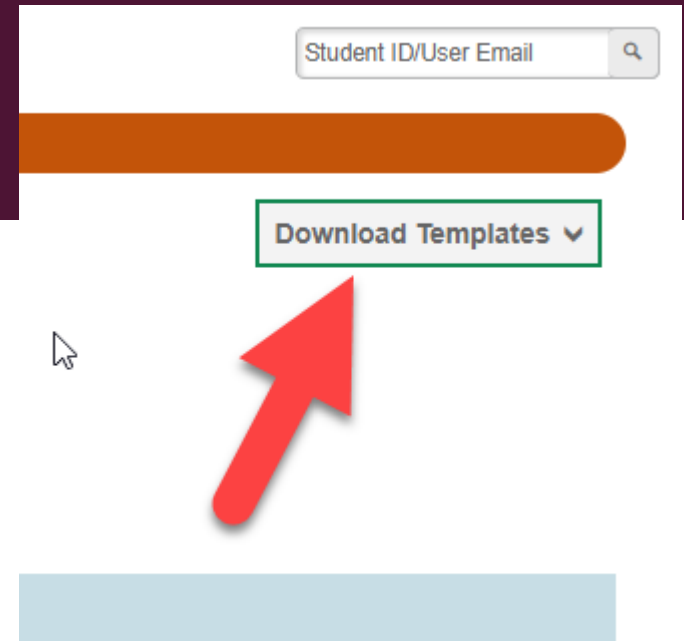
FILLING OUT THE SPREADSHEET

Must have a separate line for each support or accommodation needed for each subject area.

1. Must type in the student's SSID number (student state ID – must be 9 digits)

2. Drop down box for subject area – this generates which supports and accommodations are appropriate for that subject

3. Drop down box for tools name that is appropriate for that subject area

4. Scroll bar to see all that are available

5. Value for that support or accommodations – could be something as simple as on or off; or it could be the name of the support

Make sure to save the document with a name you will remember and a place you can find it.

UPLOAD SUPPORTS AND ACCOMMODATIONS FILE

- Go back to the Students section– Select 'Upload Test Settings and Tools

- OR

- Go to the Test Settings and Tools section – Click on 'Upload Test Settings and Tools

- Both take you to the same place
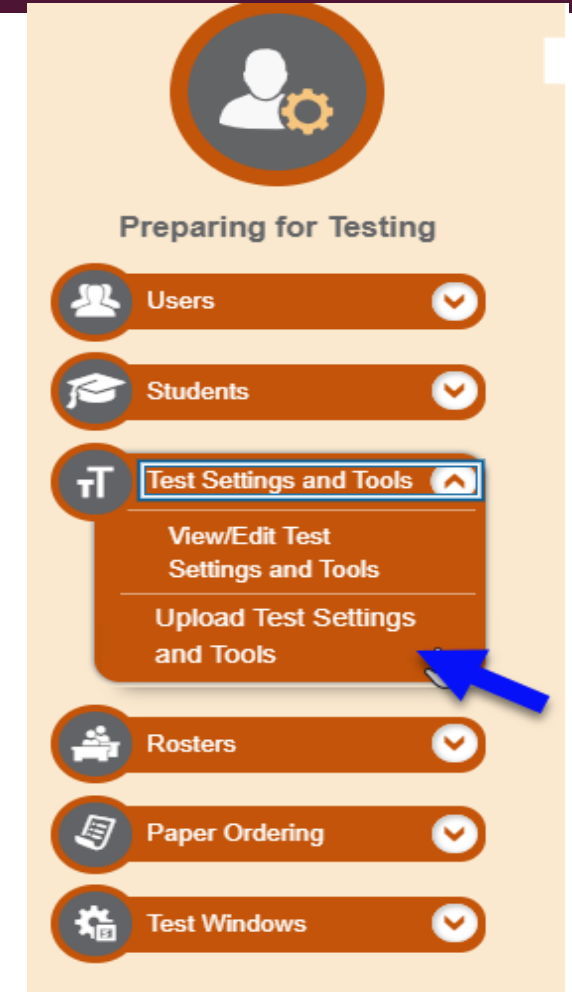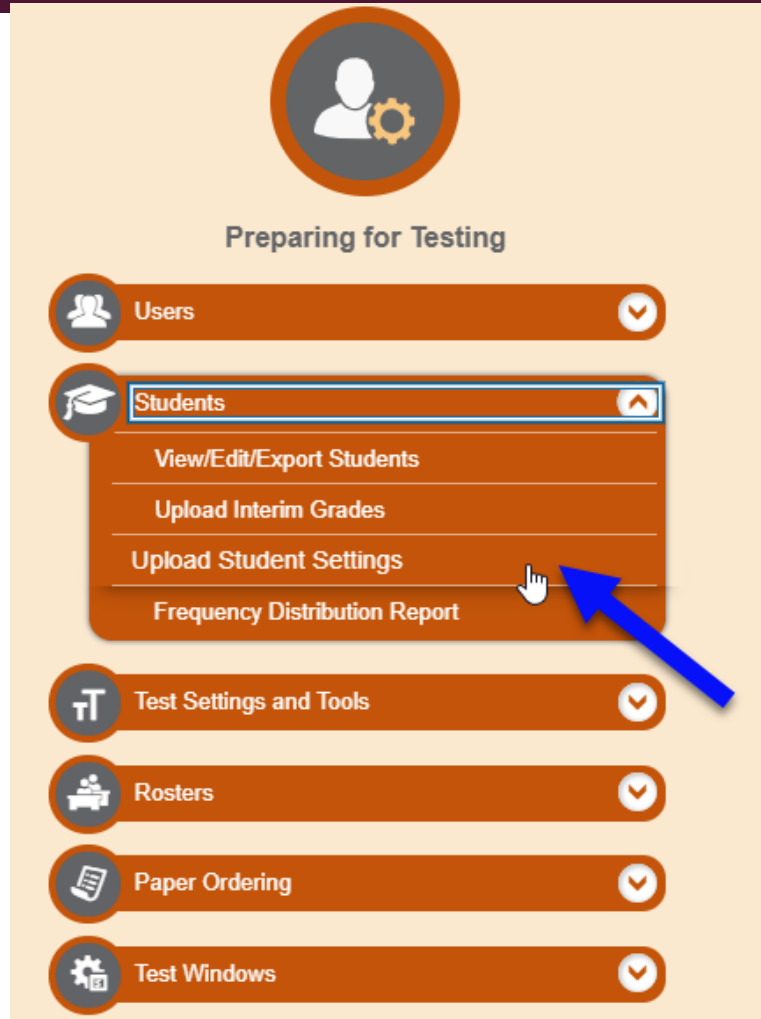
UPLOAD TEMPLATE

This is a 4-step process –

Step 1 – Upload File

1. Click on browse (make sure to remember where you saved the file)

2. Notice the file is listed

3. Click next

VERIFY THE FILE IS CORRECT

Step 2 – Preview information

- Asks you to verify if file is correct

- Hit the next button

- This may take a couple of minutes to complete

Users ⌄   Students ⌄   Test Settings and Tools ⌄   Rosters ⌄   Paper Ordering ⌄   Test Windows ⌄

Upload Student Settings

1. Upload   2. Preview   3. Validate   4. Confirmation

ⓘ Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Test Settings and Tools page.

Step 2: Preview

Row Number	SSID	Subject	Tool Name	Value
1	SD1234628	ELA	Streamline	Separate Setting
2	SD1234628	Mathematics	Non-Embedded Designated Supports	Separate Setting
3	SD1234628	Science	Non-Embedded Accommodations	Scribe
4	SD1234628	ELA	TTS	Passages and Items
5	SD1234628	ELA-PT	Non-Embedded Accommodations	Scribe
6	SD1234628	Science	TTS	Stimuli and Items

Next   Cancel

UPLOAD ERRORS

Step 3 - Validate

- There are 4 upload errors with the file

1. Show the row number for the error (line 1)

2. Tool name is streamline

3. Value is separate setting which doesn't match streamline

4. Non-embedded accommodation – must be set at the state level and this is a district level account

5. Same as 4 – a non-embedded accommodation

6. TTS (text-to-speech for ELA) –

7. For Passages and Items (this accommodation need to be set at the state level after the form has been filled out)

8. Upload revised file once you have made the changes/corrections

UPLOAD REVISED FILE

- By clicking the upload revised file button, you get a screen for you to find the file

- Click submit once you have found your file – again, this may take a couple of minutes so be patient

VALIDATE

Step 3 – Validate (until it is correct)

1. Asks you to review the validation results

2. Shows this is Step 3

3. Show the validation results of 6 correct files

4. Shows there are not excluded records

5. Hit the continue with upload button

UPLOAD CONFIRMATION

Step 4 - Confirmation

1. Shows step 4 – confirmation

2. Shows that 6 records were uploaded

3. Asks if you want to upload another file
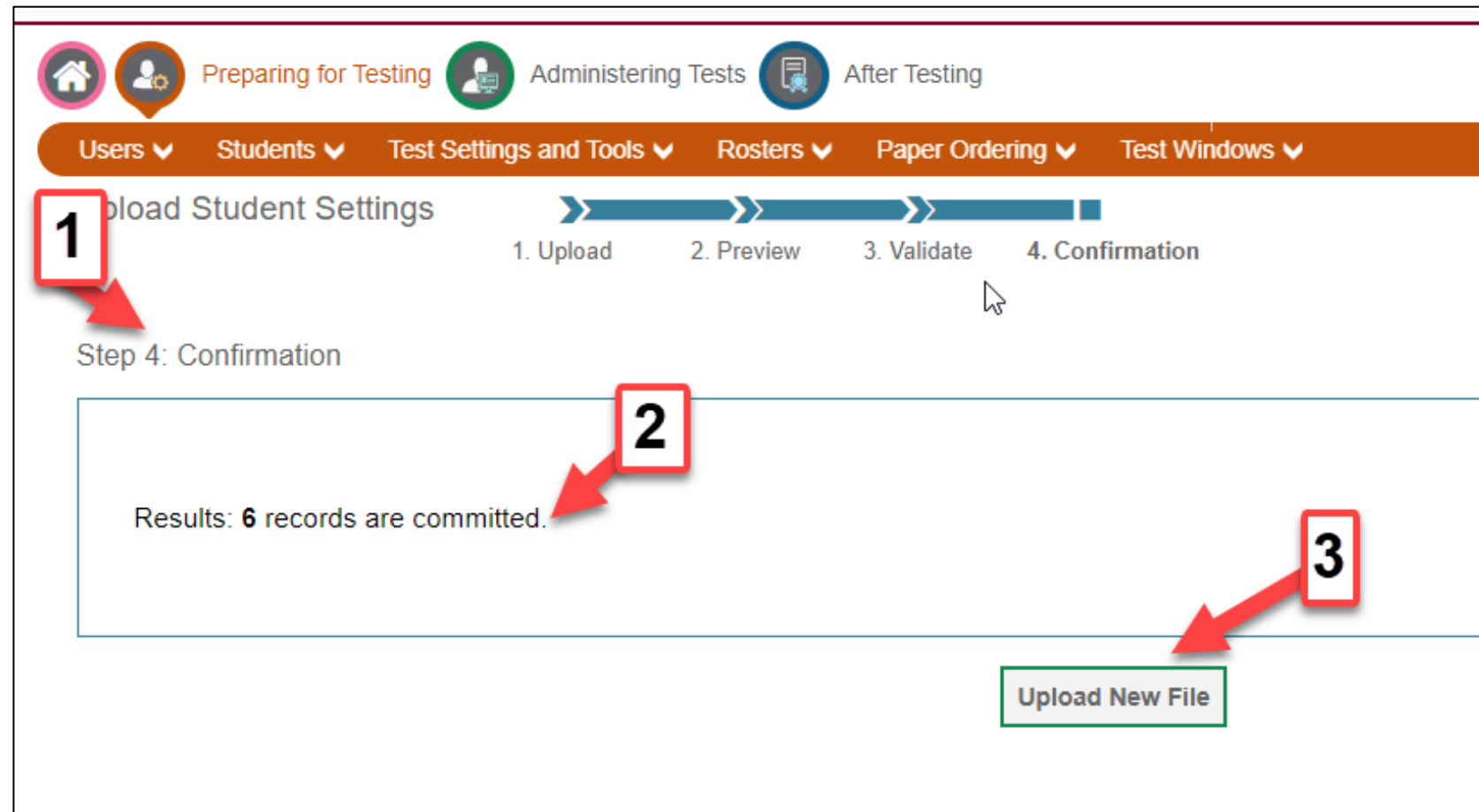
UPLOAD CAUTIONS

- If accommodations need to be enabled by the state for some of the same student in the upload, do the upload first as the upload may disable what the state has enabled.

- If the district does a second upload with some of the same student, be careful not to undo what has already been done

CHECK STUDENT SUPPORTS AND ACCOMMODATIONS

CHECKING WHAT HAS BEEN MARKED

- Go back to the students – View/edit/export students – section to see what supports and/or accommodations have been marked for each student (this will also show those that have been marked at the state level)

- OR

- Test Settings and Tools section – View/Edit Test Settings and Tools - does the same thing
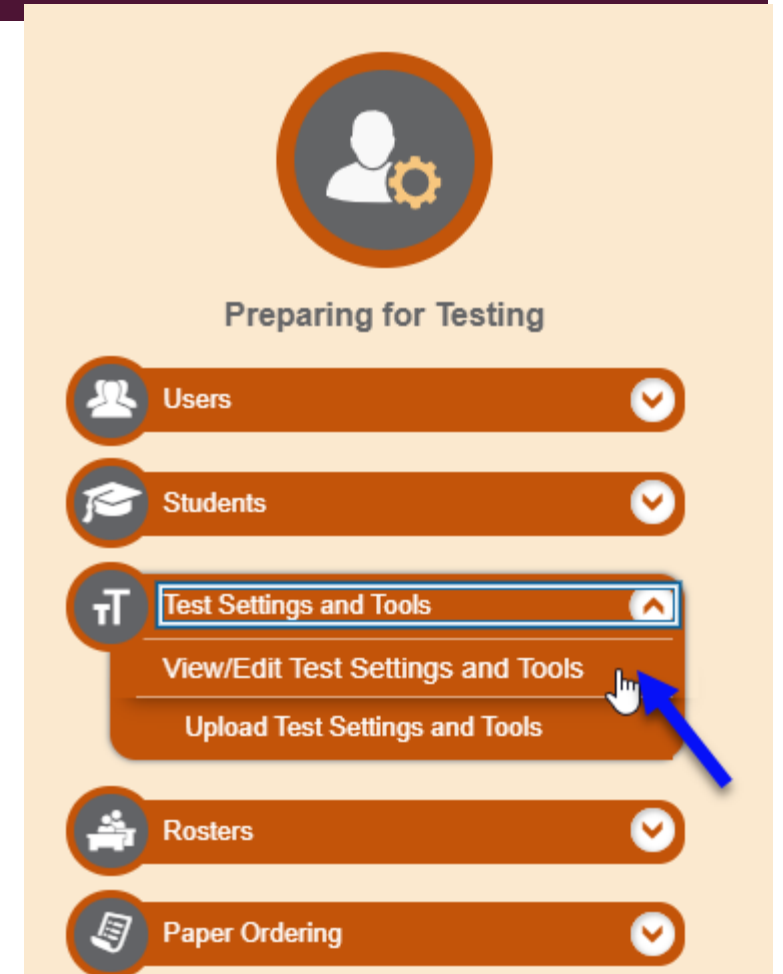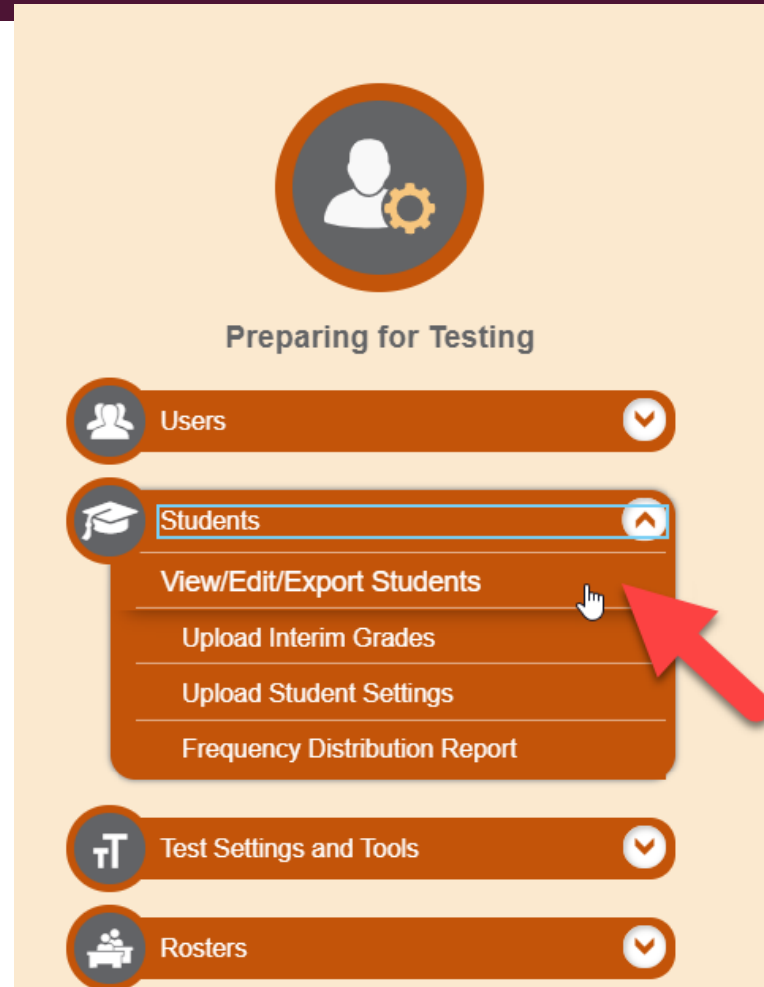
SEARCHING BY SCHOOL

- Select the school

- Hit the search button

RESULTS OF SCHOOL SEARCH

1. Show the number of results

2. Click to review results, or

3. Click to export to inbox, or

4. Click to modify the search (takes you back to previous screen)
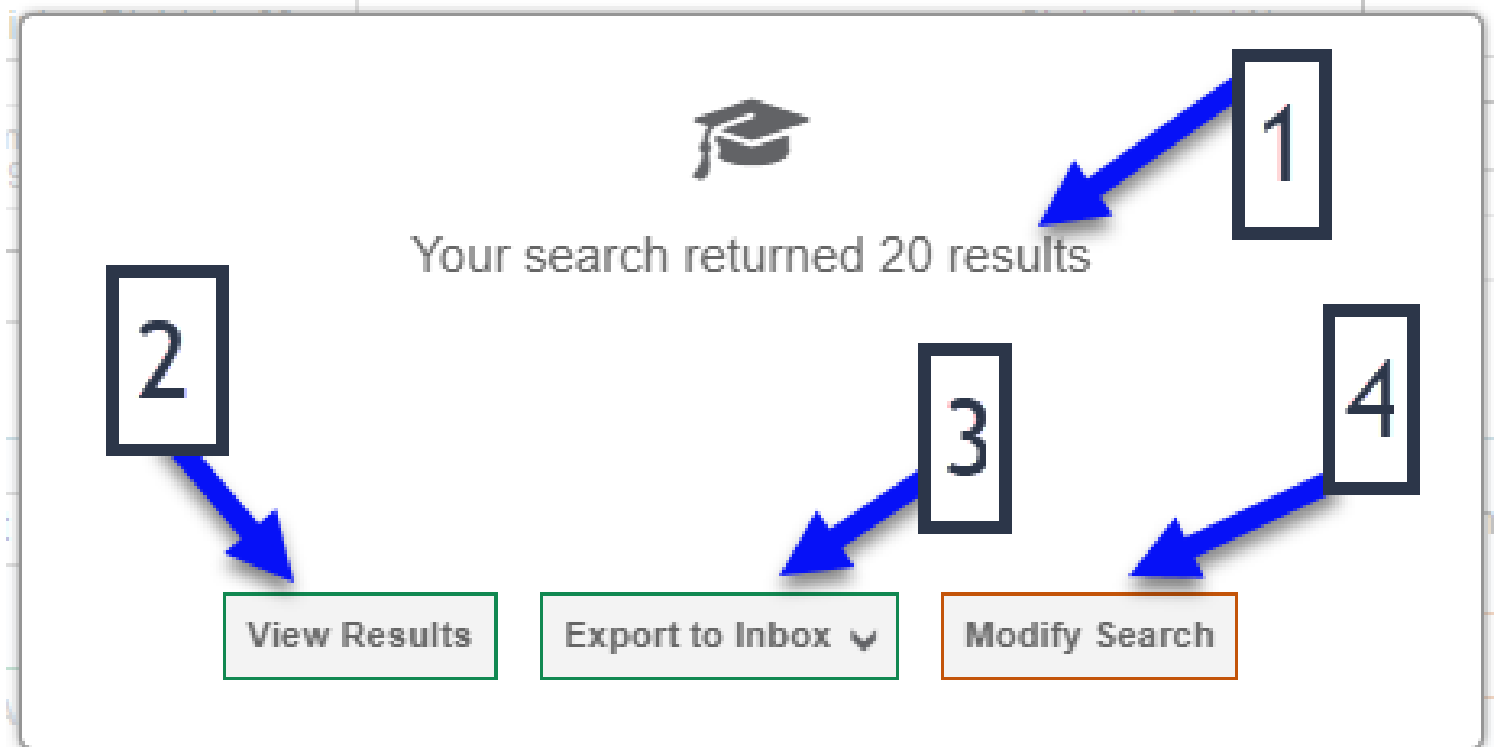
SEARCH RESULTS

1. Shows the number of results

2. The row that shows information titles

3. Check box you can mark to select specific student(s)

1. Show the categories – notice some have been removed

2. Test Settings and Tools

3. Color Contrast for first student – SC is Science, MA is Math, EL is English Language Arts

4. Arrow to use to show more results (or more test settings)

5. Because there are 80 students, they don't all show on the 1st page so there are 2 pages

6. Scroll bar to show more students on this page

PRINT SUPPORT AND ACCOMMODATION SETTING INFORMATION

A way to provide teachers administering the assessment with Supports and Accommodations settings set for student(s)

1. The printer icon

2. Select the All Student Settings and Tools

3. My Selected Student Settings and Tools

View/Edit Test Settings and Tools
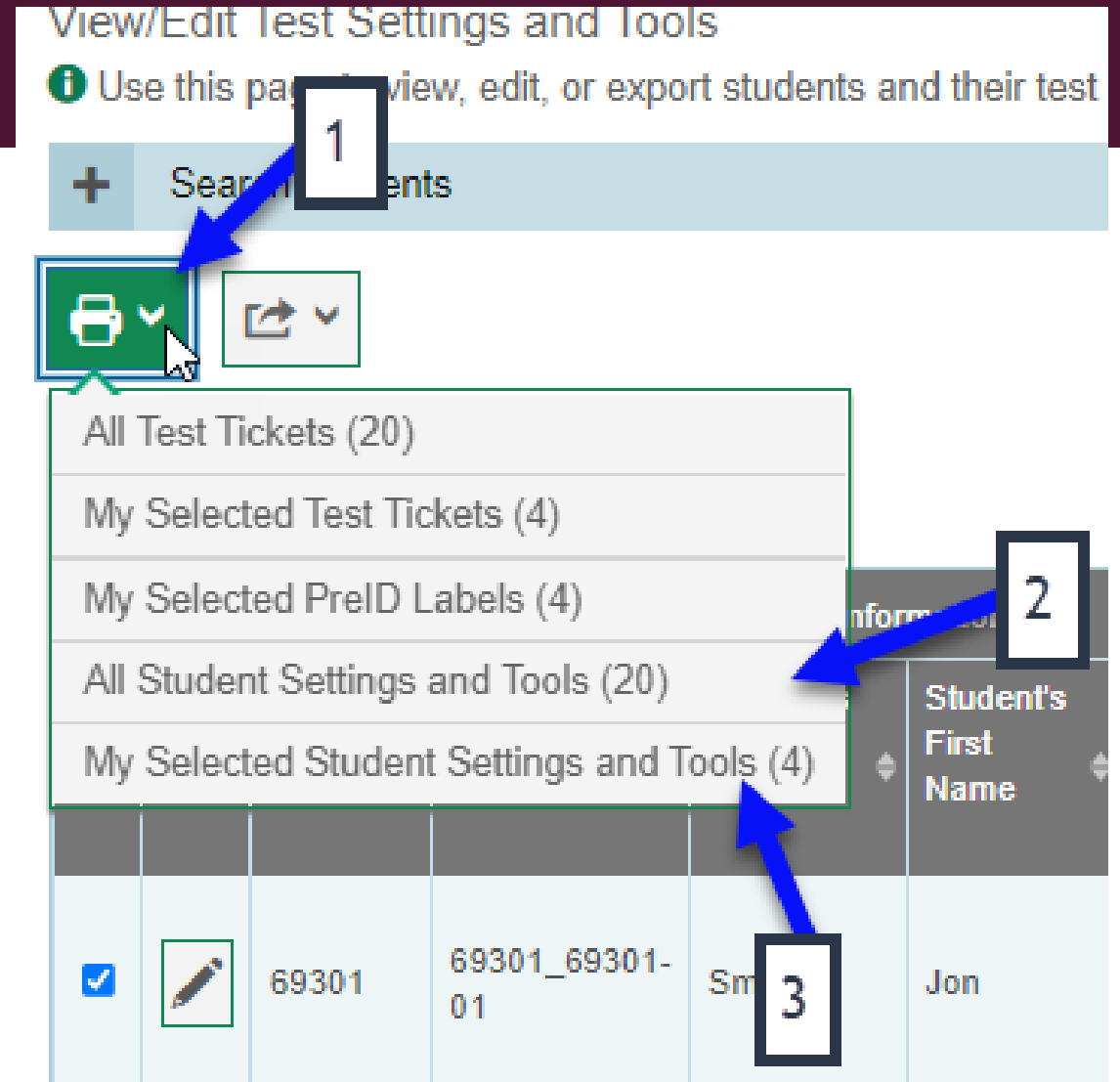
ⓘ Use this page to view, edit, or export students and their test

1

+ Search students

All Test Tickets (20)

My Selected Test Tickets (4)

My Selected PreID Labels (4)

2

All Student Settings and Tools (20)

My Selected Student Settings and Tools (4)

3

					Student's First Name
☑	✏	69301	69301_69301-01	Sm	Jon

STUDENT SETTINGS AND TOOLS DOCUMENT

1. Shows the student's name, SSID, grade, school, district, and test setting & tools

2. Shows what the test settings and tools the student has for each assessment

3. Show that no test settings and tools have been set

4. Indicates that this is the 'Student Settings and Tools' that is being printed

5. Print icon

OR

EXPORT STUDENT SETTINGS AND TOOLS

1. Export icon

2. Students selected (4 have been selected)

3. Export just the 4 selected students (to either excel or CSV)

OR
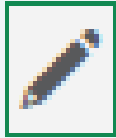
4. Export all 80 students (to excel or CSV)

EXPORTED EXCEL

Know where you excel spreadsheet or CSV document exported to

EXCEL/CSV SPREADSHEET

If you are comfortable using an excel spreadsheet to filter to see what has been marked, then this one works as well (I have hidden some of the columns)

1. Row with the headings

2. Column for zoom (setting zoom to a higher level beyond the default)

3. Column for Color Contrast needed

4. Non-Embedded Designated Supports

QUESTIONS

YOU'VE GOT THIS

CONTACT INFORMATION

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